



TEXAS TECH UNIVERSITY
Office of the Provost

Office of Planning & Assessment

Institutional Effectiveness Weekly Report

February 22, 2019

Special Report

Preparation for SACSCOC Fifth-Year Interim Report

The Office of Planning and Assessment reports its weekly activities and contributions toward Texas Tech University's institutional effectiveness efforts and departmental objectives.

As a reminder, this special report will be produced for Dr. James at the end of each month, beginning January 2018. This month's special report provides an overview on OPA's preparation efforts for the April 2019 SACSCOC Fifth-Year Interim team leader meeting. This report is organized into three sections: (1) section one provides the agenda from our internal staff meeting; (2) section two lists the agenda for the Fifth-Year Interim team leader meeting, and (3) section three provides an example of the type of information we will customize for each team leader.

I. Update to Dr. James: Internal OPA Staff Meeting

Fifth Year Interim Agenda

February 12, 2019

Next Meeting: March 12, 2019

Today's Agenda

- I. Discuss the agenda for the Team Leader meeting (April 29, 2019 from 9:00 – 10:00)
 - a. Sugarbakers thumbprints, coffee, fancy personalized folders
- II. Suggested evidence for each standard
 - a. See Jennifer's example, which is saved in the Common
 - b. Please complete this document for each of your assigned standards so that we can discuss them at our April 9 meeting
- III. Deadline for draft narratives
 - a. OPA's internal deadline - report finalized by January 15, 2021 (technical due date is March 15, 2021)
 - b. First draft due January 31, 2020
 - c. OPA will provided detailed feedback to team leader by March 31, 2020
 - d. Second draft due September 30, 2020
 - e. "Last call" feedback provided to team leader by October 31, 2020
 - f. Final draft due December 11, 2021

II. Update to Dr. James: Agenda for Fifth-Year Interim Team Leader Meeting on April 29

As previously discussed in the January 2019 Special Report, OPA has organized a team leader meeting for April 29 from 9:00 – 10:00. *We request Dr. James' permission on the following agenda:*

- I. Introduction of Team Leaders and OPA Support
- II. Presentation of Fifth-Year Interim Website
- III. Suggested Evidence and Suggested Narrative Outline for Each Standard
- IV. Deadline for Draft Narratives
- V. Open Discussion

III. Update to Dr. James: Example of Suggested Evidence and Suggested Narrative Outline for 10.3

Suggested Outline and Evidence for 10.3 (Archived Information)

Garrett McKinnon, Team Leader

Jennifer Hughes, OPA Staff Support

The institution ensures the availability of archived official catalogs, digital or print, with relevant information for course and degree requirements.

Suggested Outline:

- I. Introduction: Office of Official Publications is responsible for ensuring archived versions of catalogs, digital or print form.
 - A. Description of staff who are responsible for ensuring archived versions of catalogs
 - B. Scope of office and the office's overall responsibility for the stewardship of TTU Official Publications
 - C. What publications are managed by Official Publications?
 - D. Evidence: organizational chart, job descriptions of staff, link to office's website, statement about the office's mission
- II. Where are print copies of past catalogs maintained? How are these print copies secured?
 - A. Description of location of storage, including photographs (i.e., Southwest Collection)
 - B. Evidence: photos of physical storage, a detailed list of all past catalogs that are maintained, description of storage conditions, explanation of old catalogs that require low humidity, etc.
- III. Where are electronic copies of past catalogs maintained? How are these electronic copies secured?
 - A. Description of location of electronic storage, including IT storage requirements
 - B. Evidence: descriptions of electronic storage, including how these electronic documents are stored safely and securely following IT policy
- IV. Description of procedure for locating the catalog of record for former students.
 - A. How is this information easily accessed by former students and the general public?
 - B. Evidence: provide approximately 8-10 examples/scenarios of how these catalogs can be easily located by former students and the general public. Please redact where appropriate.
- V. Description of TTU's operating policies for updating catalog information
 - A. Evidence: provide approximately 8-10 examples/scenarios of how the catalog is updated following curriculum changes and/or changes to admission standards.
- VI. How are constituents (i.e., students) notified of changes to course offerings or the requirements needed to earn a specific credential/degree?
 - A. Evidence: provide approximately 8-10 examples/scenarios of how students and other constituents are notified of these changes. Please redact where appropriate.

VII. Conclusion: Office of Official Publications provides oversight of archived official catalogs. Assert Official Publication’s authority and competence as explained in the attached evidence.

New SACSCOC Standard	OPA Staff Member	Team Leader	Status of Communication with Leader
CR 6.1 (F-T Faculty)	Betty Ann	Rob Stewart	BettyAnn and Jennifer met on 12/5 with Durham and Stewart. SACSCOC Handbook was distributed. <u>Stewart requested a transcript meeting in February 2018 to make sure that transcript collection will be complete for Fall 19/Spring 20 faculty roster.</u>
6.2.b (Program Faculty)	Betty Ann	Rob Stewart	BettyAnn and Jennifer met on 12/5 with Durham and Stewart. SACSCOC Handbook was distributed. <u>Stewart requested a transcript meeting in February 2018 to make sure that transcript collection will be complete for Fall 19/Spring 20 faculty roster.</u>
CR 12.1 (Stud Support Svcs)	Libby	Cathy Duran	Jennifer and Libby met with Tara Miller on 12/13. The SACSCOC handbook was distributed and Libby also provided a list of departments that could be considered Academic and Student Support Services. Miller stated she would update Duran on what was discussed during the meeting.
5.4 in part (Qualified admin/acad officers)	Betty Ann and Jennifer	Jodie Billingsley	Jennifer met with Jodie Billingsley on Friday, January 25. The SACSCOC handbook was distributed, as well as the recent TTU-CR response. Hughes discussed the importance of gathering and redacting evaluation documents from executive leaders. Hughes will send a team leader meeting request to Billingsley in mid-February.
CR 8.1 (Student Achievement)	Libby	Patrick Hughes	Libby and Craig met with P. Hughes on 11/30. SACSCOC handbook was distributed. P. Hughes was provided the CCR response for FR 4.1 and informed about team leader expectations.

8.2.a (Student outcomes: educational progs.)	Libby	OPA	TBD
10.2 (Public Information)	Craig Jennifer	Chris Cook Garrett McKinnon	OPA incorrectly assigned this standard to Chris Cook. Since this standard relates closely to 10.3, OPA will re-assign this standard to McKinnon.
10.5 in part (Admissions policies and practices)	Jennifer	Ethan Logan	Hughes met with Logan in June 2018 regarding the new Admissions policies. <u>Hughes will send the new bound Principles of Accreditation to Logan in early January 2019.</u>
CR 9.1 (Program Content)	Betty Ann, Craig, Jennifer	Genevieve Durham	BettyAnn and Jennifer met on 12/5 with Durham and Stewart. SACSCOC Handbook was distributed. Durham asked a question about the definition of an educational program; Hughes responded that each institution determines its own definition. We do not currently include certificates as educational programs; Durham concurred.
6.2.c (Prog. Coordination)	Betty Ann, Jennifer	Rob Stewart	BettyAnn and Jennifer met on 12/5 with Durham and Stewart. SACSCOC Handbook was distributed. <u>We reiterated that OPA has significant experience with this particular response, and that we will run a report for Dr. Stewart at the February meeting so that he has a sense of what the report looks like.</u>
13.7 (Physical Resources)	Craig	Brandon Hennington	Craig met with Brandon Hennington and Lissa Munoz on 12/5 and discussed the standard and expectations for response. Brandon felt confident that he would be able to address the standard and stated that he will begin to develop reports now that will be able to be used when drafting the response.
CR 9.2 (Program Length)	Craig	Genevieve Durham	Craig met with Genevieve on 12/5. Since she already had met with Jennifer and Betty Ann for another standard the conversation was directly related to the standard itself. She felt confident that she would be able to address the standards efficiently.
13.6 (Fed/State Responsibilities)	Jennifer	Shannon Crossland	Jennifer Hughes met with Shannon Crossland on Friday,

			January 18 to discuss the Standard 13.6 (Federal/State Responsibilities). This standard is related to financial aid disbursement and auditing. Crossland will begin reviewing the requested documentation provided in the Resource Manual. Audits are a primary source of evidence for this standard. Hughes shared preliminary deadlines with Crossland during the meeting.
10.6 a-c (Distance Ed.)	Ashley	Justin Louder	Ashley and Libby met on 11/14 with Justin Louder. SACSCOC Handbook was distributed. <u>Justin requested a follow-up meeting in February 2019.</u>
10.7 (Policies for awarding credit)	Craig	Genevieve Durham	Craig met with Genevieve on 12/5. Since she already had met with Jennifer and Betty Ann for another standard the conversation was directly related to the standard itself. She felt confident that she would be able to address the standards efficiently.
12.4 (Student Complaints) [in part]	Libby	Cathy Duran	Jennifer and Libby met with Tara Miller on 12/13. The SACSCOC handbook was distributed and Libby also provided a list of departments that could be considered Academic and Student Support Services. Miller stated she would update Duran on what was discussed during the meeting.
14.3 (Comprehensive institutional review)	Ashley	Justin Louder	Ashley and Libby met on 11/14 with Justin Louder. SACSCOC Handbook was distributed. <u>Justin requested a follow-up meeting in February 2019.</u>
14.4 (Representation to other agencies)	Craig & Jennifer	OPA	TBD
14.1 (Publication of accreditation status)	Craig & Jennifer	OPA	TBD
13.8 (Institutional Environment)	Craig	Ron Phillips	Craig met with Ron Phillips on 11/29. Because this is a new standard, we discussed at length various components and potential contributors. Ron stated that he

			thinks that he would likely act as a team leader and allow various individuals that he supervises to write various aspects of the report.
10.9 (Coop. academic agreements) 10.3 (Archived Information)	Jennifer	10.9 (Darryl James) 10.3 (Garrett McKinnon)	Hughes met with McKinnon on Tuesday, December 18. Hughes shared the SACSCOC Resource Manual with McKinnon. Discussion focused on the current procedure for archiving the catalogue. McKinnon mentioned that there are electronic archives of catalogs, and hard-copy catalogs also stored at the Southwest Collection.